

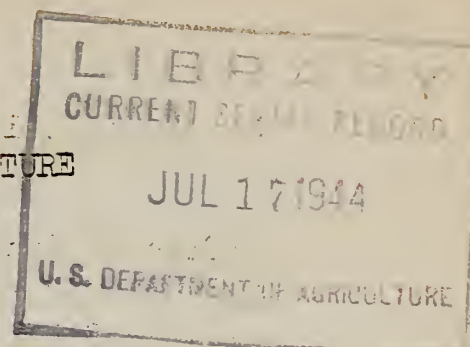
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UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD DISTRIBUTION ADMINISTRATION  
WASHINGTON, D. C.



February 9, 1943

PERSONNEL DIVISION MEMORANDUM NO. 7

Supplement 6

To: Branch and Division Chiefs and Regional Administrators  
From: Frederick C. McMillen, Chief, Personnel Division  
Subject: Procedure for Employment under Letter of Authorization

There is transmitted herewith copy of Personnel Circular No. 42 (Revision II), Supplement No. 4 on the subject of employment under letter of authorization. With the issuance of this supplement, certain amendments and changes in our existing letter of authorization procedure are necessary.

Section II-A, lines 13 through 16, should be amended to read as follows: "However, in those cases where employment is made in any class or grade of position in cities where a Civil Service Regional Office or Branch Regional Office is located (see attached list), it will be necessary first to secure a list of eligibles from the Civil Service Regional Office or Branch Regional Office if such eligibles are available." This change in procedure includes all positions whether technical, administrative, clerical, or custodial, and is not limited to clerical and custodial positions as was the case under the old procedure.

Under the heading "Type A Employment", page 2, strike out the entire Sub-paragraph 1, which reads "Technical and administrative positions. (Temporary job employment.)", and change Sub-paragraph 2 headed "Clerical and custodial positions. (Temporary job employment.)" to read All classes of positions. (Temporary job employment)". The present Sub-paragraph 2 should then be amended to read as follows: "Should it become necessary to employ emergency help in all classes and grades of positions in the field service for the performance of a TEMPORARY JOB THAT WILL NOT LAST LONGER THAN 60 CALENDAR DAYS (2 MONTHS):"

(a) If the opening occurs in a city where a Civil Service Regional Office or a Branch Regional Office is located, as covered in the attached list, the Regional Office or Branch Regional Office of the Civil Service Commission must first be consulted to ascertain whether or not a list of local eligibles ~~can be~~ furnished for consideration. If a list of eligibles is furnished by the Civil Service Regional



office or Branch Regional Office, consideration and selection must be made in the same manner as required for formal appointment. If local eligibles are not available for certification, the Civil Service Regional Office or Branch Regional Office will grant authority for the employment of any available qualified local person, and in that event the employing officer will follow the general instructions for the securing of eligibles for appointment by contacting any local available person or persons in accordance with the procedures established by the appropriate Regional Personnel Division.

(b) If the opening occurs in a city where a Civil Service Regional Office or a Branch Regional Office is not located, it will not be necessary to secure a list of eligibles or any other Civil Service authority for letter of authorization employment, but selection may be made of a suitably qualified person, following the general instructions that may be issued by the appropriate Regional Personnel Division."

Change Sub-paragraph 3 on page 3 to "2. All classes of positions. (Pending secretarial action.)", and amend this Sub-paragraph to read as follows: "Should an emergency arise in any class of position that necessitates entering a person on duty under letter of authorization PENDING THE CONSUMMATION AND APPROVAL OF A FORMAL APPOINTMENT, (not temporary job employment as covered in 1 above), the general authority for sixty calendar-day employment may be utilized; but it will be necessary to secure and select eligibles in accordance with the general instructions issued by the appropriate Regional Personnel Division. In cases of this kind, all contacts with the Civil Service Regional Office or Branch Regional Office will be made by the Regional Personnel Division. When employment under letter of authorization is used for the purpose of entering an employee on duty pending the approval of a formal appointment, action must be taken immediately to initiate a recommendation for appointment in accordance with existing instructions."

Amend Section V under the heading "REPORTS AND OTHER NECESSARY FORMS", page 8, Sub-paragraph A-1, "Type A Employment" by striking out all of that Sub-paragraph following (a), and amending that part of the Sub-paragraph following (b) to read as follows: "In cases of employment in all classes and grades of positions—the original copy for the appropriate payroll office; the second copy for delivery to the person employed; the third copy for the Civil Service Regional Office or Branch Regional Office; and the fourth copy for the appropriate Regional Personnel Division.

(1) When selection is made from a list of eligibles, the third copy of Report of Employment must be transmitted to the Civil Service Regional Office or Branch Regional Office, as the case may be, with the report of selection indicated on the appropriate copy of the Civil Service list; or—

(2) When there are no eligibles for certification, and authority is given for employment outside the register, the third copy of Report of Employment must be transmitted to the appropriate Civil Service Regional Office or Branch Regional Office as the case may be with a reference to the letter authorizing employment in the absence of eligibles.

(3) When employment is made in a city where no Civil Service Regional Office or Branch Regional Office is located, the third copy of Report of Employment must be furnished the appropriate Civil Service Regional Office or Branch Regional Office as the case may be.

Further under Section V, B-1 (a), page 11, delete the Sub-paragraph numbered (1) and change Sub-paragraph No. (2) to (1), and amend this Sub-paragraph title from "Clerical or custodial positions" to read "All classes of positions--to appropriate Civil Service Regional Office or Branch Regional Office as the case may be."

Further under Section V-B-2, page 12, under the heading "Standard Form 47, 'Personnel Affidavit'", delete the following from this Sub-paragraph: "(To be later sent to the Personnel Division if employment is continued under secretarial appointment.)"

Section VIII-C, page 16, under the heading "Hours of Duty", should be amended by changing it to read "48 hours per week ( 8 hours each day, Mondays through Saturdays)."

Section IX, under the heading of "LEAVE", attention is invited to Personnel Division Memorandum No. 8, and supplements thereto.

Section XIII, under the heading "SATURDAY HALF-HOLIDAY LAW", this provision has been suspended by the overtime compensation law approved December 22, 1942 referred to in Personnel Circular 130 dated January 14, 1943.

Personnel Division Memorandum No. 7, Supplement 2, third paragraph, should be amended to read as follows: "It will be noted that the provisions of Paragraph 28, Subdivision IX are for all practical purposes the same as the special employment authority issued to the Surplus Marketing Administration. When persons are employed in cities where a Civil Service Regional Office or Branch Regional Office is located, it will be necessary that lists of eligibles be secured or authority for employment in the absence of eligibles before such persons selected may be entered on duty under letter of authorization employment."

The foregoing changes should be indicated in your copies of Personnel Division Memorandum No. 7.

With the delegated field employment authority now available, as little use as possible should be made of letter of authorization employment.





UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of Personnel  
Washington, D. C.

February 25, 1943

Personnel Circular No-42 (Revision II), Supplement No. 4

EMPLOYMENT UNDER LETTER OF AUTHORIZATION

Emergency 60-Day Employments in the Field Service

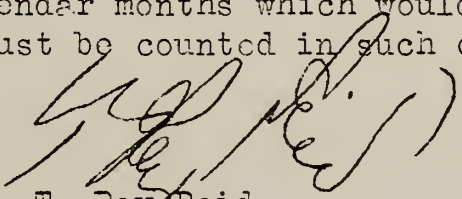
In view of the amendment of paragraph (a) of Section 4 of War Service Regulations V, 1/ paragraph (A) under the heading Typical Examples, contained in Personnel Circular No. 42 (Revision II), dated March 5, 1942, is amended to read as follows:

Typical Examples

(A) If it is necessary to employ emergency help under the 60-day authority in positions in any of the cities shown in the attachment in which Civil Service Regional Offices or Branch Regional Offices are located, the Civil Service Regional Office or the Branch Regional Office concerned must first be consulted to ascertain whether or not a certificate of local eligibles can be furnished for the position involved. After a certificate is issued by the Civil Service Regional Office or the Branch Regional Office, selection for Letter of Authorization employment must be made in the regular way; i.e., eligibles must be considered in the same manner as that prescribed for selecting personnel from a certificate for Secretarial appointment. If no local eligibles are available for certification, the Civil Service Regional Office or the Branch Regional Office will grant authority for the employment of any qualified local person.

On the other hand, should emergency help in positions be necessary at any point in the field where a Civil Service Regional Office or a Branch Regional Office is not located, it will not be necessary to secure certification of eligibles or any other Civil Service authority for Letter of Authorization employment, but selection may be made of a suitably qualified local person for such employment, under authority of the Civil Service Commission letter dated February 2, 1942.

In either of the above cases, after selection has been made as provided and authority has been obtained within the administration or bureau concerned to incur the expense involved, the person may be assigned to duty immediately without formal appointment, but the period of employment must be limited to 60 calendar days (2 calendar months), not 60 actual days of employment. For instance, a person beginning such employment on March 10, 1942, may be employed for 2 full calendar months which would expire on May 9, 1942. Sundays and holidays must be counted in such calendar month employment.

  
T. Roy Reid  
Director of Personnel

Attachment

1/ See Personnel Circular No. 120, Supplement No. 17, dated January 25, 1943.

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## U. S. CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

REGIONAL OFFICES AND BRANCH REGIONAL OFFICES

| <u>Region</u> | <u>Address of Regional Office</u>                       | <u>Territory Served</u>  | <u>Branch Regional Offices</u><br><u>Title of Official Address</u><br><u>in Charge</u> |  |
|---------------|---|--|--|--|
| First         | Post Office and Courthouse Bldg., Boston, Mass.         | Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut                        | None   | None   |
| Second        | Federal Building, Christopher Street, New York, N. Y.   | New York and New Jersey  | None   | None   |
| Third         | Customhouse, 2nd and Chestnut Streets Philadelphia, Pa. | Pennsylvania and Delaware  | Asst. Regional Director  | 1022 New Federal Bldg., Pittsburgh, P              |
| Fourth        | Wissen Bldg., Winston-Salem, N. C.                      | Maryland, Virginia, West Virginia, North Carolina, and the District of Columbia                    | Asso. Regional Director  | 801 E St., N.W. Washington, D.C.                   |
| Fifth         | New Post Office Bldg., Atlanta, Georgia                 | South Carolina, Georgia, Alabama, Florida, Mississippi, Tennessee, Puerto Rico, and Virgin Islands | None   | None   |
| Sixth         | Post Office and Courthouse Bldg., Cincinnati, Ohio      | Ohio, Indiana, and Kentucky  | Asso. Regional Director  | 1609 Union Commerce Bldg., Cleveland, Ohio         |
|               |   |  | Asst. Regional Director  | Garfield Bldg. 4th & Jefferson Sts., Dayton, Ohio. |
| Seventh       | New Post Office Bldg., Chicago, Ill.                    | Wisconsin, Michigan, and Illinois  | Asst. Regional Director  | 14th Floor, National Bank Bldg., Detroit, Mich.    |

(over)

| <u>Region</u> | <u>Address of Regional Office</u>                  | <u>Territory Served</u>   | <u>Branch Regional Offices</u>     |   |
|---------------|--|---|------------------------------------|---|
|               |  |   | <u>Title of Official in Charge</u> | <u>Address</u>  |
| Eighth        | Post Office and Customhouse Bldg., St. Paul, Minn. | Minnesota, North Dakota, South Dakota, Nebraska, and Iowa       | Special Representative-in-Charge   | 1303 Woodmen of The World Bldg., Omaha, Nebr.         |
| Ninth         | New Federal Bldg.,                                 | Kansas, Missouri, Oklahoma, and Arkansas                        | Asso. Regional Director            | 300 Mutual Bldg Kansas City, Mo.                      |
| Tenth         | Customhouse Bldg., New Orleans, La.                | Louisiana and Texas   | Asst. Regional Director            | Fidelity Bldg., Dallas, Texas                         |
| Eleventh      | Post Office Bldg., Seattle, Wash.                  | Montana, Oregon, Idaho, Washington, and the Territory of Alaska | Asst. Regional Director            | 201 Guardian Bldg. Portland, Ore.                     |
| Twelfth       | Federal Office Bldg., San Francisco, Calif.        | California, Nevada, Arizona, and the territory of Hawaii        | Special Representative-in-Charge   | 506 Post Office & Courthouse Bldg., Los Angeles, Cal. |
| Thirteenth    | New Customhouse Bldg., Denver Colorado             | Colorado, New Mexico, Utah, and Wyoming                         | Special Representative-in-Charge   | 106 Federal Bldg. Salt Lake City, Utah                |